

ADVERTISEMENT NOTICE

File No. A-36011/04/25-Admn

20 February, 2025.

**ENGAGEMENT OF GUIDES
FOR PRESIDENT'S SECRETARIAT, RASHTRAPATI BHAVAN, NEW DELHI**

The Under Secretary (Admn), President's Secretariat, Rashtrapati Bhavan, New Delhi on behalf of the President of India, invites applications from eligible persons for engagement of Guides for Rashtrapati Bhavan on purely **contractual basis** from amongst professionals fulfilling the eligibility conditions as prescribed below. Application should reach in the **O/o Under Secretary (Admn)**, President's Secretariat, Rashtrapati Bhavan, New Delhi on **08.03.2025** up to **1700 hrs**. The application form can also be downloaded from Rashtrapati Bhavan website **<http://rashtrapatibhavan.gov.in/vacancy-circulars>**

2. The terms and conditions for engagement shall be as under:-

(A) Criteria and Number of Guides

The Guides shall be engaged to look after the work mentioned under the heading "Responsibility" against the positions in para 4 below relating Rashtrapati Bhavan, New Delhi and **shall not be appointed for the regular work of the Secretariat**. Accordingly, Guides shall not be treated as an employee borne on the regular cadre of the President's Secretariat for any purpose. He/She shall be engaged on **contract basis** on a full time basis and will not be allowed to take up any other assignment during the period of his/ her engagement with President's Secretariat.

(B) Period of Engagement

The Guides shall be engaged initially for a period of **01 year from** the date of joining. **The contract may be extended for further period of one year on the same terms and conditions** mutually agreed upon and subject to satisfactory performance. His/ her services shall be terminated without notice in case the performance is found to be unsatisfactory. The said engagement shall also not vest any right whatsoever to claim regular appointment in the President's Secretariat or continued engagement.

(C) Age Limit

Only Indian citizens between the age of 22 to 40 years as on the last date of receipt of application shall be made eligible.

(D) Remuneration

The monthly remuneration of the Guides, who are 12th + Certificate in C Level / DISLI shall be **Rs.40,000/- (Rupees Forty Thousand only)** and who are Graduate + Certificate in C Level/ DISLI shall be **Rs. 50,000/- (Rupees Fifty Thousand only)**.

Contd....2/-

(i)	The Guides shall be paid a fixed remuneration as mentioned above on monthly basis. For any fraction of a month, the Guides will be paid on pro rata basis (number of days, taking 30 days in a month).
(ii)	No other allowances etc. shall be admissible to the Guides. The remuneration shall be paid by direct bank transfer or through account payee cheque.
(iii)	The aforesaid consolidated amount shall be paid to the Guides of such time as he/she shall serve under this agreement and actually perform his/her duties commencing from the aforesaid date and ceasing on the date of his/her quitting service or on the date of his/her discharge there from or on the expiration of his/ her terms of service under this Contract Agreement or on the day of his/ her death if he/ she shall die whilst in service.
(iv)	If in the opinion of the President's Secretariat, it is necessary to carry out work outside the Terms of Reference for some purpose in addition to the services, the Guides shall carry out such additional work and with the prior authorization of the Client. No additional fee for such additional work shall be paid.

(E) Reporting

The Guides shall be posted in the Rashtrapati Bhavan Museum and shall report to the OSD (SS). Further, the duties assigned to the position is such that he/ she shall be called upon to come to/ stay in office before/ beyond normal working hours and on Sundays/ Holidays, whenever required in the exigencies of work, for which no additional remuneration shall be admissible.

(F) TA/DA, Transport and Telephone

The Guides shall not be entitled to TA/DA, Transport and Telephone facilities.

(G) Leave

The Guides shall be entitled to leave as follows:-

(i)	Entitled to 18 (eighteen) days leave on pro-rata basis of one and half day leave for work of each month and will also be allowed to take half day leave from his entitled leave during the agreement period of 1 year.
(ii)	There shall be no remunerations for the period of absence beyond 18 days calculated on pro-rata basis, President's Secretariat would be free to terminate the services in case the Guides remains absent for more than 10 days beyond the entitled leave.
(iii)	Any non availed leave during the agreement period shall not qualify for encashment.
(iv)	In the event of absence on the ground of sickness, he/she shall be required to submit a proper medical and fitness certificate. However, any leave including the leave on Medical grounds beyond cumulative 09 days shall be without salary.
(v)	Station Leave Permission shall be mandatory before leaving the station, even on a holiday.

However, leave cannot be claimed as a matter of right. Further, if excess leave is taken, salary deduction would be made accordingly. Salary would also be deducted for habitual late coming. Long Leave, even if on medical grounds, has to be sanctioned before the individual proceeds on leave.

(H) Residential Accommodation

No residential accommodation shall be provided from the President's Estate Pool of Accommodation to the Guides being engaged.

(I) Termination of Engagement

(i)	By either side, after giving one month notice or on depositing an amount equal to one month fee, if he/ she wishes to terminate the engagement;
(ii)	Without notice, in case the performance is found to be unsatisfactory; and
(iii)	If any declaration/ information furnished in the bio-data is found to be false or if it is detected that some material/ facts has been suppressed willfully, his/ her engagement will be terminated at any point of time.

Prior to acceptance of resignation, the Guides shall hand over all office property in his/ her possession to the **PRO VFC/Museum** and obtain a 'No Demand Certificate' in the prescribed format. Further, no claim of pensionary benefit on account of this contractual engagement shall be admissible.

(J) Marital Status

The Guides will have to submit declaration in the prescribed form about his/ her marital status and in the event of candidate having more than one wife/ husband living, the engagement will be subject to his/ her being exempted from the requirement of the rules in this behalf.

(K) Oath of Allegiance

The Guides will have to take an oath of allegiance/ faithfulness to the Constitution of India or make solemn affirmation to this effect in the prescribed form.

(L) Residuary

The decision of Secretary to the President will be final in respect of all matter in respect of engagement of the Guides, not specifically provided for.

(M) Confidentiality

Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Guides who submitted the proposals or to other persons not officially concerned with the process, until the publication of the award of Contract. The undue use by Guides of confidential information related to the process may result in the rejection of its Proposal and may be subject to the provisions of the Employer's antifraud and corruption

(N) Proposal Evaluation

(i)	From the time the applications are opened to the time the Contract is awarded, the applicant should not contact the Employer on any matter related to his/ her applications. Any effort by the applicant to influence the Employer in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the applications.
(ii)	The employer shall constitute a Selection Committee which will carry out the entire evaluation process.

(O) Taxes and Duties:

The Guides shall be liable to pay such direct and indirect taxes, duties, fees and other impositions levied under the applicable laws of India.

(P) Conflict of Interest

Employer requires that Guides provide professional, objective, and impartial advice and at all times hold the Employer's interests paramount, strictly avoid conflicts with other Assignment/jobs or their own corporate interests and act without any consideration for future work. Guides have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Employer, or that may reasonably be perceived as having this effect. If the Guides fails to disclose said situations and if the Employer comes to know about any such situation at any time, it may lead to the disqualification of the Guides during selection process or the termination of its Contract during execution of assignment.

(Q) Confidentiality

The Guides will maintain confidentiality and discretion as directed by President's Secretariat/ PRO VFC/ PRO Museum.

(R) Fraud and Corruption

(i)	It is the Employer's policy to require that Guides observe the highest standard of ethics during the execution of the contract. In pursuance of this policy, the Employer defines, for the purpose of this provision, the terms set forth below as follows: (a) —corrupt practice means the offering, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the selection process or in contract execution; (b)—fraudulent practicell means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract; (c) —collusive practices means a scheme or arrangement between the Guides with employees or others engaged on contract basis, with or without the knowledge of the Employer, designed to establish prices at artificial, non-competitive levels; (d) —coercive practicesll means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process, or affect the execution of a contract;
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(ii)	The Employer may terminate the contract if it determines at any time that Guides was engaged in corrupt, fraudulent, collusive or coercive practices during the selection process or the execution of that contract, without the Guides having taken timely and appropriate action satisfactory to the Employer to remedy the situation;
(iii)	The Employer may also sanction against the Guides, including declaring the Guides ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determines that the Guides have, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Employer-financed contract;
(iv)	At the time of execution of this Contract, the Guides shall disclose any commissions or fees that may have been paid or are agreed to be paid to agents, representatives, or commission agents with respect to the selection process or execution of the contract. The information disclosed must include at least the name and address of the agent, representative, or commission agent, the amount and currency, and the purpose of the commission or fee.

(S) Liquidated Damages

(i)	The parties hereby agree that due to negligence of act of the contracted party, if the employer suffers losses/damages, the quantification of which may be difficult, the amount specified hereunder shall be construed as a reasonable estimate of the damages. The employer is not liable to pay any of the damages as mentioned hereunder or anywhere in the agreement, as per the provisions of this Contract.
(ii)	The amount of liquidated damages under this Contract shall not exceed 10% (ten percent) of the total value of the contract.

(T) Artibration

In the case of dispute arising upon or in relation to or in connection with the contract between the Employer and the Guides, which have not been settled amicably, such dispute regarding any matter under contract will be decided by the Secretary to the President, who may appoint an arbitrator for the settlement of the dispute/ controversy. The jurisdiction of the court of law will be within Delhi. The language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

How to Apply

3. The applications is to be submitted in the prescribed format as given in Annexure-B. Applications complete in all respect may be sent to email id: **soadmn@rb.nic.in./Under Secretary (Admn), President's Secretariat, Rashtrapati Bhavan, New Delhi – 110004** within a period of **15 days** of advertisement.

4. **Position/ No. of Position/ Eligibility Conditions.**

Sl. No.	Position	No. of Position	Educational Qualification(s)/ Experience(s) & skills
(i)	Guides	03	<p><u>Minimum Essential Qualification(s)</u></p> <ol style="list-style-type: none">1. Minimum 12th Qualification.2. Proficiency in Indian Sign Language(ISL).3. Qualified ISL'C' Level or Diploma in Indian Sign Language Interpretation course recognized by RCI.4. Knowledge of working in MS word and MS Power Point. <p><u>Desirable</u></p> <ol style="list-style-type: none">1. RCI registration.2. ISL interpreting experience in variessettings. <p><u>Experience(s)</u></p> <ol style="list-style-type: none">1. Experience of working as an ISL Interpreter.2. Should have interpreted in National and International Conferences. (With certificate of reference). <p><u>Work Responsibilities</u></p> <ol style="list-style-type: none">1. ISL Interpreter will be expected to carry out any responsibility or work given by the President's Secretariat.2. During the contract, if required, the contractual staff will have to proceed to any part of India and will perform such duties as may be assigned to him/her in connection with the work of the President's Secretariat.

Eligible candidates will have to appear for Personal Interview/ written test before Interview Board. The applicant, once selected, will not be allowed to withdraw his/ her candidature subsequently. He/ She will be required to join immediately.

Pankaj
20/02/2025

(Pankaj Saurabh)
Under Secretary (Admn)

PROFORMA FOR APPLICATION FORM

(Applicants must read the general instructions as given in Annexure-'B' before filling up the application form)

Recent passport size self attested photograph

Professional Position applied for: _____

1. **Name** : _____

2. **Father's/ Husband's Name:** _____

3. **Date of Birth** : _____ **Age:** _____ **Yrs. Sex** : _____

4. **Nationality** : _____

5. **Residential Address:**

Temporary : _____
District : _____ State : _____ Pin _____

Permanent : _____
District : _____ State : _____ Pin _____

6. **Telephone No:** _____ **Mobile No** : _____
(with STD)

7. **E-mail ID:** _____

8. **Educational Qualifications** (Matriculation onwards) :

Sl. No.	Description of Qualifications	Year of Passing	Board/ University	% marks/CGPA

9. **Professional Experience:**

Sl. No.	Description of Experience	Organization	Duration	
			From	To

10. Any other information : _____

11. Qualifications/ experience prescribed for eligibility to the professional position applied for vis-à-vis qualifications/ experience of the applicant (essential & desirable conditions to be indicated separately):

	Prescribed for the post	Possessed by the candidate
Essential	1.	
	2.	
	3.	
	4.	
	5.	
Desirable	1.	
	2.	
	3.	
	4.	
	5.	

12. The last date of submission of application : **8th MARCH, 2025 upto 1700 hrs**

DECLARATION

I declare that I fulfill the eligibility conditions as prescribed for the position applied for by me and that all the statements made in the application are true, complete and correct to the best of my knowledge and belief. I, understand that in the event of any information being found false or incorrect at any stage, my candidature/ engagement is liable to be cancelled/ terminated.

Place : _____

(Applicant's Signature)

Dated: _____

1. Applicants are required to apply strictly as per the prescribed application format as given in Annexure 'A'. Applications not in the prescribe format are liable to be rejected.
2. Application should be typewritten in A4 sheet. The applicants are advised to scan the application form along with the supporting documents and send the same to email id: soadm@rb.nic.in. The name of the professional position should be clearly mentioned in the **subject line** of the **email**, which may read as **“Application for Engagement as “Guides” for Rashtrapati Bhavan, New Delhi on Contract basis”** before **last date** of submission.
3. Self attested copies of documents/ certificates vis-à-vis educational qualifications, experience, etc. are required to be attached with application. On being selected for engagement, selected professionals shall bring original certificates/ documents for verification at the time of joining.
4. The name of the candidate(s) and their parents in the curriculum vitae submitted by them should be exactly the same as reflected in the certificates/ documents attached with the application.
5. The experience certificate should clearly depict that the applicant possess the required experience in the prescribed field.
6. All eligibility conditions will be reckoned as on the last date of the application. No applications will be entertained after receipt of the prescribed of receipt of last date and time.
7. Any misrepresentation or concealment of fact or submission of false information on the part of any applicant shall render him/ her ineligible/ disqualified for engagement in President's Secretariat for any professional position even in the future.
9. Shortlisted applicants will be intimated through mail/e-mail for interview.
10. No correspondence or personal enquiry whatsoever in respect of the applications shall be entertained.
11. Applicants are strictly advised against canvassing in any form or manner. Any canvassing for or on behalf of any applicant shall render him/ her ineligible/ disqualified for being considered for engagement in President's Secretariat for any professional position even in the future.
12. Interaction/ interview with shortlisted candidates will be held at Rashtrapati Bhavan, New Delhi. Applicants called for interview/ written test shall not be entitled for payment of any TA/DA.
13. After selection of candidates, an agreement on non-judicial stamp paper of Rs.10/- is required for completion of contract agreement. The cost of non-judicial stamp paper will be borne by the selected candidates.
14. President's Secretariat reserves the right to cancel the process of engagement of Guides or alter the number of positions required at any stage without any notice and without assigning any reason(s) therefore.

15. Applicants should clearly note that President's Secretariat will in no case be responsible for non-receipt of their applications or any delay in receipt thereof on any account whatsoever. They should, therefore, ensure the receipt of their online application by the prescribed date. No applications entertained after last date and time.

Pankaj
20/01/2025

(Pankaj Saurabh)
Under Secretary (Admn)